

## **January 16, 2024 Town Board Work Session Agenda**

- IV-1 9:00 Heather Lanza, Planning Director re: Amendments to the Subdivision Code
- IV-2 9:15 Heather Lanza, Planning Director re: Zoning Update Project- Public Informational Meetings
- IV-3 9:30 Discussion of the Proposed Housing Position/Titles
- IV-4 9:45 Councilman Brian Mealy with Lloyd Reisenberg, Network & Systems Administrator re: Additional Zoom Licenses
- IV-5 10:00 Jim Bunchuck, Solid Waste Coordinator re: Compost Site Issue- Request to Go to Bid for Brush Grinding
- IV-6 10:15 Dan Goodwin, Superintendent of Highways re: Surplus Highway Trucks, Road Paving Agreements with Utilities and Other Items
- IV-7 10:30 Supervisor Krupski with Dan Goodwin, Michael Collins and John Sepenoski re: Coastal Resiliency Action Plan/Infrastructure Map for Flooding
- IV-8 10:45 Town Board Break (15 Minutes)
- IV-9 11:00 John Sepenoski with Members of the Group for the East End re: Downs Farm Preserve- 1. Damage to the Meadow Restoration Area  
2. Additional Signage 3. Banning Dogs
- IV-10 Councilwoman Anne Smith re: North Fork Coalition for Behavioral Health- Review of the History and Current Work
- IV-11 Suffolk County Water Authority Elected Official Forum- January 26<sup>th</sup>
- IV-12 Response to the Suffolk County Industrial Development Agency Regarding: Enclave Southold, LLC
- IV-13 12:00 Town Board Break for Lunch (30 minutes)

### **EXECUTIVE SESSION**

- IV-14 Matters that Could Impact Public/Employee Safety if Disclosed  
12:30 Supervisor Krupski, Tim Abrams, Lloyd Reisenberg and Chief Flatley
- IV-15 Potential Acquisition(s), Sale or Lease of Real Property Where Publicity Would Substantially Affect the Value Thereof  
-Supervisor Krupski  
-Town Attorney Paul DeChance
- IV-16 Labor- Matters Involving the Employment/Appointment of a Particular Person(s)
  - 1:00 Michelle Nickonovitz, Acting Town Comptroller
  - 1:15 Glenn Goldsmith, Trustee President
  - 1:30 Postponed: Roman Wilenski, PBA President
  - 1:45 Dan Goodwin, Superintendent of Highways
  - 2:00 Board of Assessment Review (BOAR) Interviews

IV-3  
1-16-24  
1581

COMMUNITY DEVELOPMENT PROJECT SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the administration, planning, scheduling and supervision of project activities for the Community Development Program in a particular town or village. Work shall include planning, development and subsequent implementation of a community development project. This position differs from that of Community Development Director in that supervision is limited to one single municipal jurisdiction and is not County-wide. The incumbent is under the general supervision of the head of the municipal government who reviews work through conferences, consultation and the submission of required reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises area and site inspection for community development in a town or village;
- Negotiates with contractors for the best and most economical ways to complete community development projects;
- Supervises the office operations of the community development project in the municipality;
- Prepares reports and makes recommendations on the feasibility of individual development projects;
- Prepares status reports on the overall project and presents them to the County's Community Development Director and, if necessary, to representatives of the Federal Government who may be monitoring the effectiveness of the program;
- Screens applicants for financial assistance and prepares necessary forms to secure loans, grants or refinancing;
- Acts as the liaison to community and civic groups in assessing the areas that will most benefit from a community development project.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of housing and community development laws, regulations, and program operations as they apply to municipal agencies; comprehensive knowledge of general contracting and appraisal techniques; good knowledge of planning and architecture; good knowledge of cost analysis involved in judging the feasibility of a rehabilitation project; ability to learn and utilize housing and building codes of a town or village; ability to work with community and civic groups as well as County and federal representatives in the coordination of the municipal community development program; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

(a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and two (2) years of experience in public administration, planning or architecture; or,

(b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in public administration, planning or architecture; or,

(c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

R6/22/81  
SUFFOLK COUNTY  
Competitive  
RR1/27/03

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for the supervision of Housing and Urban Development Programs within a municipality. The incumbent supervises existing programs and coordinates community development programs. Supervision is exercised over a technical and clerical staff. Work is performed under the direction of the Director and/or the Assistant Director of Housing, and is reviewed through conferences and written reports. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises programs under the jurisdiction of a municipality's Housing Office;
- Supervises existing Section 8 rental programs and coordinates community development programs;
- Coordinates overall activities associated with community development programs;
- Ensures that Housing and Urban Development Programs are maintained effectively;
- Supervises area, housing and site inspections;
- Prepares reports on programs in the Housing Office;
- Acts as liaison to community and civic organizations;
- Screens applicants for programs and makes appropriate determinations;
- Provides accurate accounts and financial records as needed;
- Monitors and maintains records in compliance with all appropriate regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of local, state and federal laws and regulations relating to housing and community development programs; good knowledge of local planning, zoning and building requirements; knowledge of real estate law and regulations; knowledge of construction, architectural and urban planning techniques; ability to prepare financial reports; ability to organize and execute housing development projects; ability to communicate effectively, both orally and writing; ability to analyze facts and to exercise good judgment in arriving at conclusions; ability to establish and maintain effective working relationships with employees, professional colleagues, organizations, public officials and the general public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONSOPEN-COMPETITIVE

Graduation from a New York State or Regionally accredited college or university with a Bachelor's degree and two (2) years of experience in government or private sector housing and urban development programs.

3/9/90

SUFFOLK COUNTY

Competitive


RR1/23/03

<b>Government Liaison Officer Duties listed in Town Code</b>
Responsible for the administration of dwelling units and unimproved lots reserved for moderate-income families in all AHD Districts §280-31 A
Promulgate and maintain information and documentation of all dwelling units and unimproved lots reserved for moderate-income families in all AHD Districts; §280-31 A
Maintain a list of the number of units available for sale or lease at all times; §280-31 A
Maintain documentation to support the sales prices and monthly rent for properties in the AHD; §280-31 A
Maintain such other records and documents required to properly administer the relevant code provisions. §280-31 A
Administers the lottery for eligible applicants when new units are available and a lottery is required. §280-30 C.
Certify the eligibility of all applicants for lease or purchase of dwelling units and provide a certificate of eligibility. §280-31 C (3)
Evaluates the eligibility of buyers or lessees of AHD dwelling units. This includes determining the net worth of an applicant, and whether they own interest in any other real estate. §280-30 C.
Coordinate new construction of community housing with the building inspector to ensure all the regulations are followed §280-31 C.(1) & (2)
Notify, by March 31 <sup>st</sup> of each year, the owner or manager of AHD dwelling units of the monthly rent, sales price and income eligibility requirements for such units based upon data derived from the preceding year. §280-31 C (4)
Collect written certifications from all dwelling units by May 31st of each year, that the sale and/or lease of the AHD dwelling units comply with the requirements. §280-31 C (5)
Calculate the maximum resale price of homes in the AHD based on the purchase price plus the cost of permanent fixed improvements, adjusted for the increase in the consumer price index during the period of ownership of such dwelling unit and such capital improvements plus reasonable and necessary resale expenses. §280-30 E (1)
Review and approve all capital improvements to homes in the AHD in cooperation with the Housing Advisory Commission to determine the following:  1. whether the capital improvement is warranted; and



20-11 1-16-24

# JOIN US FOR A SUFFOLK COUNTY WATER AUTHORITY ELECTED OFFICIAL FORUM



Get the latest updates on PFAS, 1,4-dioxane, lead pipes, water infrastructure, conservation and other topics.

Keynote Address by  
**County Executive**  
**Ed Romaine**

**Date:** Friday, January 26th

**Time:** 8:30 AM (Registration), 9:00 AM (Start)

**Location:** SCWA Education Center  
260 Motor Pkwy, Hauppauge

**RSVP:** Call 631-563-0362  
or Email [Daniel.Dubois@scwa.com](mailto:Daniel.Dubois@scwa.com)

(RSVP'd Yes 1/4)

